



National Aeronautics and Space
Administration
Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT: ON-THE-SPOT-AWARDS

The Office of Human Resources is pleased to announce the latest enhancement to the Center's Awards Program. Effective October 2004, a new on-the-spot award category will be added to the current menu of awards. The Special Thanks and Recognition Award (STAR), is intended to quickly recognize, within 48 hours, one-time and short-term efforts for a job well done by employees. Examples include:

- ▶ High quality work under tight deadlines
- ▶ Performing emergency tasks in addition to regular duties
- ▶ Exercising extraordinary initiative or creativity in addressing a critical need or difficult problem.

Award amounts range from \$50 – \$250 based on the supervisor's discretion. (These awards must be paid out of the directorate's fiscal awards budget). All employees, except SES'ers, are eligible and teams are eligible, through individual recognition. Individuals may receive up to 6 "STARS" each fiscal year.

Process:

- ▶ At the time of recognition, a "STAR" certificate will be presented to the employee by the supervisor
- ▶ Directorates will have access to "STAR" certificates
- ▶ A copy of the certificate will be submitted to the Awards office for processing within 48 hours
- ▶ "STAR" awards are processed the same as all other Special Act awards
- ▶ Actual payment will follow FPPS bi-weekly processing schedule

A sample certificate is enclosed. If you have any questions, please contact Khrista White at 301-286-9059, Khrista.N.White@nasa.gov.

(original signed by)

Arletta R. Love, Chief
Career Development and Employee Worklife Office

Enclosure

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